D H E C
PROMOTE PROTECT PROSPER
South Carolina Department of Health and Environmental Control

Bureau of Environmental Services
Office of Quality Assurance
EQC Laboratories, 8231 Parklane Road, Columbia, South Carolina 29223
Office: (803) 896-0981 Fax: (803) 896-0980

Request for QA/QC Documentation

In compliance with SCDHEC's Quality Assurance Management Plan and QA Policy that there be sufficient QA activities conducted to demonstrate the validity, defensibility, and quality of data submitted for Departmental use, the following information should accompany any private laboratory's proposal and/or contract for work requested by the Department. This information conforms with EPA QA/R-5 Quality Assurance Project Plan requirements.

Contract Laboratory Name:	
Laboratory Address:	
Laboratory Contact:	**Title:**
Phone/Fax/E-mail:	
Project Name:	

Please describe your laboratory's policies, protocols, and procedures as related/applicable to the following quality assurance/quality control topics. If an item is not practiced in your laboratory, please note as "N/A". Be as specific as possible for proper evaluation of your QA program. Examples of forms, worksheets, etc. used are encouraged.

1. Project/Task Description	*-Give and overview of the scope of work to be performed.*
2. Certifications	*–List any laboratory certifications held and the expiration date of each.*
3. Sample Handling and Custody	*– Describe procedures for within-laboratory chain-of-custody including sample identification, handling/storage protocols and documentation.*
4. Analytical Methods	*– Cite the analytical methods and reference for each.* ***Written SOPs must be attached or available for review.***
5. Quality Control Procedures	**–** *Identify QC checks and frequency for each analysis, as well as associated acceptance criteria and corrective actions if QC fails.* **(***Examples include blanks, check standards, duplicates, spikes, reference samples, etc.).*
6. Instrument Calibration and Frequency	*– Identify equipment needing calibration and the frequency for such calibration, including calibration records maintained.*
7. Calibration Standards	*– Identify any certified or national reference standards used. Document the traceability of lab standards used to calibrate each instrument.*
8. Assessments	*– Identify any internal and external assessments performed. (Examples are Performance Evaluation Study Samples, Data Quality Audits, Peer Review, etc). Identify individual(s) responsible for corrective actions.*
9. Data Review and Validation	*– State criteria for accepting, rejecting, and qualifying data.*
10. Data Management and User Reports	*- Document protocols used in data reduction, transfer, and storage. Describe the reporting format and how any limitations on data use will be conveyed.*